
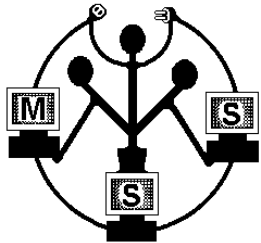



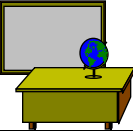


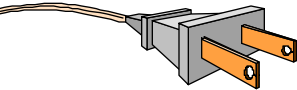


BUS Division Office Move Matrix

Type of Service	Lead Time Required	Contact Person	The Process:	Charge for Service?
Phone Line Setup/Transfer 	2 Weeks	Diane Hansen, CIC-4, 7-0085, FAX 5-1634	FAX the following information to Diane, and she will take care of the rest: <ul style="list-style-type: none"> Requester Name and end-user name (if different) Phone number; where it is currently located; what type of instrument; the numbers on the phone; and the comline on the phone (if there is one) Where the phone is to be moved to; what numbers are currently on that instrument, including comline number; what kind of instrument; and what is to happen to those lines Cost code and program code; and who she can call for more information. 	Yes _____ Installation Order charge = \$118 + Materials + \$80/hr (2 hrs average time)
BUS-7 Helpdesk Support (computer hook up and/or new machine installation) 	2 Weeks	BUS-7 Helpdesk Staff 5-0867	Give the helpdesk a call 2 weeks in advance so that the staff can ensure your move is scheduled for the date you need to be moved. Be sure to tell them the following: <ul style="list-style-type: none"> Where you are moving from and to (is it a cleared area?) Do you need any other modifications to your computer (software upgrade, Eudora installed) If you are moving within one of the BUS-owned sites, BUS-7 staff will take care of your network communications for you. If you are moving to a location out in the field, the Network Administrator will not be a BUS person, so you will need get his or her support to hook up your communications (Feel free to refer this person to BUS-7 Helpdesk Staff for any questions they may have). Remember: <ul style="list-style-type: none"> Any time a property numbered item is moved, it is the custodian's responsibility to notify Dale Osborn, BUS Division Property Administrator at 5-5706. Also, anytime a computer is moved to another location, the custodian must notify the OCSR to update the security files. Donna Osborn is the acting OCSR and can be reached at 7-8556. 	No
Help Moving 	1 week	Steve McCleary, Facility Manager, 7-8363	Steve will coordinate Mike Horne's move schedules so that your needs are taken care of. Mike will physically move your boxes, computer, etc. and can reconfigure Herman Miller items.	No

<p>Name Plates</p> 	30-60 Days	Katey Celsor, Contract Associates, FAX number 1-505-888-7536 PH# (505) 881-8070	<p>The standard name plate has the individual's first name in upper and lower case and is 1/2" high on the first line. The second line contains the initials and last name of the individual. Again it is upper and lower case and 1" high.</p> <p>FAX the requester's name, Z number, mail stop, and cost code/program code to Katey Celsor.</p>	Yes
<p>Boxes</p> 	4 Days	First contact Mike Horne to see if used boxes are available, if not, order through STORES	<p>Readily available through STORES</p> <p>Order number: BX2524</p> <p>These come in bundles of 25</p>	Yes
<p>Furniture</p> 	1 Week	Steve McCleary, Facility Manager, 7-8363	BUS Division's practice is to leave the furniture in your old office when you move to a new one (with the exception of ergonomic aids. If your new office does not have all that you need, call Steve, who will see if we can find what you're looking for. Stock is running low, but there are still a few items available.	No (Not if we use existing supplies)
<p>Keys (Office and/or Furniture)</p> 	1 Week	Bill Grant, BUS-4, 5-4450	<p>Call Bill and tell him the Location, Room, Key and Core Number (on the door knob) of your new location. He will get you keys to the office or have it recored, depending on your needs. Be sure to turn your old office keys in to him as well. For Herman Miller furniture, the keys should remain in the drawer of the furniture. If your new furniture does not have keys to it, Bill can arrange for the keys.</p>	<p>No - if you don't recore the door</p> <p>_____</p> <p>Yes - if you do recore</p>
<p>Custodial Services</p> 	2 Weeks	Steve McCleary, Facility Manager, 7-8363	Call Steve with your cost and program codes if you want to arrange for additional cleaning services prior to moving in to the new office (for example carpets cleaned, walls painted, etc.)	<p>Yes</p> <p>_____</p> <p>Will estimate cost on a case by case basis</p>
<p>Electrical Outlets</p> 	2 Weeks	Steve McCleary, Facility Manager, 7-8363	<p>If you need to have new destinations for electrical outlets or need more added, call Steve.</p> <p>If you need a "fat Phoebe," the order number through Stores is: EFP0E15 or ESP1ES</p> <p>Remember: "daisy-chaining" is a safety hazard and is prohibited.</p>	Yes
<p>Employee Information System Updates</p>	?	Your Group Secretary - or you can do this yourself	<p>Your Group Secretary can update your new location information in the EIS so that the world (and your mail) will know where to find you.</p> <p>For instructions on how to do this yourself through the EIS, call the BUS-7 Helpdesk staff at 5-0867.</p>	No